



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
*phone:* (517) 373-7171 *fax:* (517) 373-7615 *Web site:* courts.mi.gov/mji

## **PROGRAM ANNOUNCEMENT**

February 1, 2007

### ***Basic Interviewing, Counseling, and Communication Techniques Seminar***

April 25 - 27, 2007

Ralph A. MacMullan Conference Center  
Higgins Lake, Michigan

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#### ***DESCRIPTION***

The Michigan Judicial Institute (MJi) is pleased to offer this program as part of the certification process for family division/juvenile court personnel held pursuant to Michigan Supreme Court Administrative Orders 1985-5 and 1988-3. The Basic Interviewing, Counseling, and Communication Techniques seminar is designed specifically for family division/juvenile court probation officers/caseworkers who **must** complete the MJi certification training.

The program explores the basic techniques involved in interviewing, counseling, and communication skills needed within the family division/juvenile court setting. Areas to be addressed will include, but are not limited to:

- Preparing Holistically for Interviewing, Counseling, and Working With Resistance
- Establishing the Relationship: Essential Conditions
- Client Management Techniques
- Diversity in the Court

#### ***LOGISTICS***

The seminar will begin on Wednesday, April 25, with on-site registration for preregistered participants taking place from 12:00 to 12:50 p.m. The seminar will begin promptly at 1:00 p.m. It is recommended that travel be planned accordingly.

Note: There will also be a mandatory Wednesday evening session from 6:30 to 8:00 p.m.

Daily programming on Thursday, April 26 (8:30 a.m. to 4:30 p.m.) and Friday, April 27 (8:30 a.m. to 4:00 p.m.) will consist of morning and afternoon didactic presentations by skilled faculty presenters, with each presentation followed by working group sessions moderated and guided by experienced counseling practitioners.

OVER PLEASE ►

## **REGISTRATION PROCEDURE**

The preregistration deadline for this seminar is **Friday, March 9, 2007**. The attached form (which may be duplicated) must be completed in full for each registrant and must be received by MJJ on or before the deadline. Registration confirmation, travel directions, and other pertinent program materials will be forwarded to accepted participants immediately following the registration deadline.

**Enrollment for this seminar is specifically limited to family division/juvenile court staff who are required to complete the MJJ training pursuant to Michigan Supreme Court Administrative Orders 1985-5 and 1988-3.** Section I.C.1.b. of Administrative Order 1985-5 as amended by Administrative Order 1988-3 specifically states: "A Probation Officer/Caseworker...must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment."

No more than forty (40) individuals will be selected by the Michigan Judicial Institute to attend. Consequently, late or incomplete applications will not be considered.

## **WAIVER PROCEDURE**

This program is mandatory for all family division/juvenile court staff requiring Administrative Orders 1985-5 and 1988-3 certification. However, MJJ, in recognition of the evolution that has taken place in regards to the educational and experiential level of many entry level probation officer/caseworker staff, has developed a program participation "waiver" for staff that hold the following minimum credentials:

- (1) a. A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques with youth; and/or
  - b. Possession of appropriate state of Michigan licensure; including, but not limited to, licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, or licensed family therapist.
- (2) Alternative qualifications (that demonstrate that the applicant's knowledge, skills, and abilities clearly exceed the minimum requirements of the Administrative Order) will be considered on a case-by-case basis.

To exercise the "waiver" you must provide sufficient evidence of the above-minimum credentials along with the attached application form. MJJ will review your request and provide a response within 10 business days.

## **LODGING AND MEALS**

The MJJ will provide all program materials, meals **(beginning with DINNER on Wednesday, April 25, and ending with LUNCH on Friday, April 27)**, and lodging **(beginning with Wednesday evening April 25)**. All rooms are nonsmoking, double-occupancy. **Lodging will only be provided for those participants whose offices are located more than 65 miles from the seminar site.** Transportation to and from the seminar, as well as any incidental expenses, will be the responsibility of the individual or agency represented. Space limitations prohibit any arrangements for lodging or accommodating spouses, family, or friends of the seminar participants.

Depending upon enrollment, a limited number of single-occupancy rooms may be available on a first-come, first-served basis (based upon the date the application is received by MJJ) at a cost of approximately \$35.00 per day plus taxes. Payment for single-occupancy rooms must be made to the Ralph A. MacMullan Conference Center at the time of on-site registration. Payment for single-occupancy rooms may be made by personal check, Visa, or MasterCard. Participants interested in single-occupancy lodging should indicate that preference on the attached application form. However, this does not guarantee single-occupancy lodging.

Our programs are offered at facilities that accommodate persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached application form.

### ***THE RALPH A. MACMULLAN (RAM) CENTER***

The RAM center is a state of Michigan, Department of Natural Resources, facility. It sits in a rustic environment on the shores of Higgins Lake. It was originally a Civilian Conservation Corps (CCC) camp and as such dates back to the 1930s. Rooms are sparsely accommodated with two single beds, a desk, and chest of drawers. Accommodations include community bathrooms, by gender, with common shower stall and sink areas. Dispenser soap is provided, but individuals should bring their own toiletries.

Dress for the seminar is extremely casual and comfortable—sweatshirts, blue jeans, etc. There will be some outside walking between sleeping cabins, dining areas, group sessions, and classrooms, so prepare for a variety of weather and terrain.

### ***QUESTIONS***

If you have any questions or would like further information concerning the program, application, or waiver process, please contact Peter Stathakis, Program Manager, MJJ, at (517) 373-7607 or e-mail at [stathakisp@courts.mi.gov](mailto:stathakisp@courts.mi.gov) or Anne DeMarco, Program Assistant, MJJ, at (517) 373-7349 or e-mail at [demarcoa@courts.mi.gov](mailto:demarcoa@courts.mi.gov).

***Application Deadline: Friday, March 9, 2007***

**APPLICATION FORM**  
**MICHIGAN SUPREME COURT-MICHIGAN JUDICIAL INSTITUTE**  
***Basic Interviewing, Counseling, and***  
***Communication Techniques Seminar***

April 25-27, 2007  
Ralph A. MacMullan Conference Center  
Higgins Lake, Michigan

***Please mail or fax completed form to:***

Anne DeMarco, Program Assistant  
Michigan Judicial Institute  
P.O. Box 30205  
Lansing, MI 48909  
Fax: (517) 373-7615

Name: (Ms. / Mr.)	
Title:	
Court:	
Court Address:	
Telephone:	
E-Mail	

Have you successfully completed the certification examination?      \_\_\_\_ Yes      \_\_\_\_ No      Month \_\_\_\_ Year \_\_\_\_

Are you a full-time juvenile probation officer/caseworker?      \_\_\_\_ Yes      \_\_\_\_ No      Explain: \_\_\_\_\_

Are you a detention home employee?      \_\_\_\_ Yes      \_\_\_\_ No

Time employed in current position:      \_\_\_\_ Yrs.      \_\_\_\_ Mo.

Time employed in court system:      \_\_\_\_ Yrs.      \_\_\_\_ Mo.

Educational level:      \_\_\_\_\_ Major: \_\_\_\_\_

Do you need the juvenile probation officer self-instructional manual?	____ Yes	____ No
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☐ I request a waiver of the Basic Counseling Seminar. I hold the following minimum credentials:

- (1) a. *A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques; and/or*
  - b. *Possession of appropriate state of Michigan licensure; including, but not limited to: licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, licensed family therapist.*
- (2) *Alternative qualifications (which clearly exceed the minimum requirements of the Administrative Orders) will be considered on a case-by-case basis.*

**Over Please ➡**

## **LODGING ACCOMMODATIONS**

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for eligible participants whose offices are located more than **65 miles** from the MacMullan Conference Center. Please indicate your lodging requirements below.

### ***Lodging Requested*** (check all that apply)

☐ I will not require lodging.

My office is **MORE THAN 65 miles** from the seminar site. I will require lodging (check all that apply).

☐ Wednesday evening, 4/25/2007

☐ Thursday evening, 4/26/2007

☐ If available, I would like single-occupancy lodging. I understand that I will be responsible for the additional cost of approximately \$35.00 per day plus taxes.

Preferred roommate:	_____
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I am a \_\_\_\_\_ smoker \_\_\_\_\_ nonsmoker

Please list below any special accommodations due to a disability, OR DIETARY NEEDS that you require during your stay.

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### ***Lodging Cancellation***

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Ms. Anne DeMarco, Program Assistant, MJJ, (517) 373-7349, no later than 1:00 p.m. on Tuesday, April 24, 2007. (If you do not cancel your reservation and fail to utilize your lodging, **YOU** will be personally billed for the cost of your room and meals.

<b>Required Signatures ▼</b>	
<b>Applicant Signature</b>	<b>Date</b>
<i>I certify that the applicant is a full-time juvenile division probation officer/caseworker who is required to complete this training pursuant to Michigan Supreme Court Administrative Orders 1985-5 and 1988-3 which state: "A Probation Officer/Caseworker...must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment."</i>	
<b>Chief Judge or Court Administrator Signature</b>	<b>Date</b>

**Application Deadline: Friday, March 9, 2007**

Please make a copy of this application form for your records.  
If you apply for this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJJ.